

**FIRST AMENDMENT TO
COMMUNITY DEVELOPMENT BLOCK GRANT
INTERDEPARTMENT MEMORANDUM OF UNDERSTANDING**

HOUSING AND HUMAN SERVICES

(Access Center Rehabilitation)

THIS FIRST AMENDMENT TO COMMUNITY DEVELOPMENT BLOCK GRANT INTERDEPARTMENT MEMORANDUM OF UNDERSTANDING (“First Amendment”) is made and entered into this _____ day of _____, 2025 (“Effective Date”) by and between the CITY OF RIVERSIDE, a California charter city and municipal corporation (“City”) and HOUSING AND HUMAN SERVICES (“Subrecipient”).

RECITALS

WHEREAS, on March 14, 2024, the City and Subrecipient entered into a Community Development Block Grant (“CDBG”) Interdepartmental Memorandum of Understanding (“MOU”) for Access Center Rehabilitation; and

WHEREAS, the City and the Subrecipient desire to extend the Term of the MOU to August 30, 2026, as additional time is needed to complete the Project; and

WHEREAS, the City and the Subrecipient desire to amend the Compensation an additional Four Hundred Thousand Six Hundred Ninety-Five Dollars (\$400,695), for a total amount of One Million Three Hundred Sixty-One Thousand Six Hundred Ninety-Five Dollars (\$1,361,695); and

WHEREAS, the City and the Subrecipient desire to amend and update the Scope of Services as set forth in the revised Scope of Services attached hereto as Exhibit “A-1,” and incorporated herein by reference; and

WHEREAS, the City and the Subrecipient desire to amend and update the Key Personnel as set forth in the revised Key Personnel attached hereto as Exhibit “D-1,” and incorporated herein by reference; and

WHEREAS, the City and the Subrecipient desire to amend and extend the Project Timeline as set forth in the revised Project Timeline attached hereto as Exhibit “E-1,” and incorporated herein by reference.

NOW THEREFORE, in consideration of the foregoing recitals, the City and the Subrecipient agree as follows:

1. Section 1, “Scope of Services,” is amended in its entirety to read as follows to amend and update the Scope of Services to add clarifying information as set forth in the Scope of Services attached hereto as Exhibit “A-1,” and incorporated herein by reference:

“1. SCOPE OF SERVICES. Subrecipient shall provide services under the Access Center Rehabilitation (“Project”), as more particularly described in Exhibit “A-1,” entitled Scope of Services (“Services”), and Exhibit “B-1,” entitled Budget (“Budget”), attached to the First Amendment and incorporated herein by reference, in accordance to this MOU.”

2. Section 3, “Compensation/Payment,” is amended in its entirety to read as follows:

“3. COMPENSATION/PAYMENT. Subrecipient shall fully perform the Services to be provided under this MOU for a total sum not to exceed One Million Three Hundred Sixty-One Thousand Six Hundred Ninety-Five Dollars (\$1,361,695). Payment shall be made pursuant to the Budget and Section 9.6 of this MOU. Invoices submitted by Subrecipient shall be delivered to the City in accordance with Section 4.”

3. Exhibit “A” of the MOU is amended and replaced in its entirety with Exhibit “A-1,” attached hereto to this First Amendment and incorporated herein.

4. Exhibit “B” of the MOU is amended and replaced in its entirety with Exhibit “B-1,” attached hereto to this First Amendment and incorporated herein.

5. Exhibit “D” of the MOU is amended and replaced in its entirety with Exhibit “D-1,” attached hereto to this First Amendment and incorporated herein.

6. Exhibit “E” of the MOU is amended and replaced in its entirety with Exhibit “E-1,” attached hereto to this First Amendment and incorporated herein.

7. All terms and conditions of the MOU not inconsistent herewith, shall remain in full force and effect and are incorporated by reference into this First Amendment as set forth in full herein.

[signatures on the following page]

IN WITNESS WHEREOF, the City and the Subrecipient have caused this First Amendment to be duly executed the day and year first above written.

CITY OF RIVERSIDE,
a California charter city and municipal
corporation

HOUSING AND HUMAN SERVICES

By: _____
City Manager

By: _____
Michelle Davis
Director

Dated: _____

Date: _____

ATTESTED TO:

By: _____
City Clerk

Dated: _____

CERTIFIED AS TO AVAILABILITY OF FUNDS:

By: _____
Chief Financial Officer

APPROVED AS TO FORM:

By: _____
Sean B. Murphy
Deputy City Attorney

EXHIBIT "A-1"

**SCOPE OF SERVICES
HOUSING AND HUMAN SERVICES**

RIVERSIDE ACCESS CENTER RENOVATION

Funding awarded in the amount of \$1,361,695 will be utilized for planning, construction, inspection, contract administration, and other related costs, as described in the Scope of Work below.

SCOPE OF WORK

a) Project Description

Renovate the Riverside Access Center to ensure compliance with building codes and ADA Requirements. The renovation will consist of a new lobby, commuter room, offices, restroom Modifications, HVAC, Fire Sprinklers, Roofing, painting and flooring.

b) Census Tract and Block Group:

<u>Census Tract #</u>	<u>Block Group #</u>	<u>LMI Population*</u>	<u>Total Population*</u>	<u>% LMI*</u>
305.02	1	835	1190	70%

* Per HUD 2022 LMISD Low Moderate-Income Data based on 2006-2010 American Community Survey information.

c) Units of Service:

This project meets a CDBG National Objective as an **Activity Benefiting low- and moderate-income: Area Benefit Activity (LMA)** where at least 51% of the persons residing in the service area are low and moderate-income.

An estimated 835 low-moderate-income (LMI) persons residing within the service area will benefit from the project.

d) List of Specific Activities to be completed:

Responsibilities of the Design/Build Company:

- **Licensing:** Possess required professional licensing for design and engineering.
- **Plan Approval:** Prepare and submit plans and specifications to the **City of Riverside Building Department** for permit review and approval.

- **Contract Administration:** Manage project construction in compliance with state and local codes.
- **Project Closeout:** Obtain final building approvals and certificates.
- **Meetings:** Conduct:
 - Two conceptual design meetings with City staff.
 - Bi-weekly progress meetings, providing detailed meeting minutes.

Renovation Requirements for the Facility:

1. **Reception Area:**
 - Create a secure waiting area with a locking door.
2. **Staff Area:**
 - Remove wall panels, patch and fill as needed.
 - Install full-height walls with a steel door for staff security.
 - Provide a Category 6a cable for door card readers (City vendor supplies card reader).
 - Install a 10-foot drop ceiling in the open office space, complete with required lighting, HVAC, and fire sprinklers.
 - Build:
 - A conference room for 14 people.
 - Two open office spaces for modular desk systems.
 - Two private offices for interviews or meetings.
 - Maximize storage space within staff areas.
 - Replace the exterior door and frame, including Category 6a cabling for card readers.
3. **Specific Room Modifications:**
 - Convert Office 114 into a breakroom with a sink.
 - Convert Room 106 into storage and pantry space.
4. **Restrooms:**
 - Remove the janitor's sink in Restroom 113 and replace it with a shower.
 - Upgrade guest restroom fixtures, dispensers, and paint.
5. **Building Systems:**
 - Replace HVAC units and install new ducting and vents for updated systems.
 - Remove skylights and repair the roof.
 - Update the fire/smoke alarm systems per new modifications.
6. **Finishes:**
 - Replace flooring with vinyl wood laminate or polished concrete.
 - Paint all interior spaces using a multi-color palette approved by City staff.

General Requirements:

The Design/Build Company will provide all materials, equipment, and labor to meet project objectives, including any additional work necessary to achieve the listed improvements, even if not explicitly stated.

This comprehensive scope ensures a functional, compliant, and upgraded Access Center to meet the City of Riverside's standards and operational needs.

EXHIBIT "B-1"
BUDGET
HOUSING AND HUMAN SERVICES

RIVERSIDE ACCESS CENTER RENOVATION

CDBG BUDGET: \$1,361,695

PROJECT BREAKDOWN:

Design / Construction Cost:	\$1,339,000
Administration & Inspection:	\$200,850
Total Project Cost:	\$1,539,850

EXPECTED FUNDING SOURCES:

CDBG Funds:	\$ 1,361,695
Local Funds - Measure Z:	\$ 178,155
Total Project Cost:	\$ 1,539,850

EXHIBIT "D-1"

KEY PERSONNEL

HOUSING AND HUMAN SERVICES

RIVERSIDE ACCESS CENTER RENOVATION

1.	Joseph Lopez
2.	Carl Carey
3.	Martha Naranjo
4.	
5.	

EXHIBIT “E-1”

PROJECT TIMELINE

**HOUSING AND HUMAN SERVICES
RIVERSIDE ACCESS CENTER RENOVATION**

ACTIVITY	DUE DATE
Project Planning/Exhibits Submittal	July 10, 2024
Notice of Public Comment	July 10, 2024
City Council approval	January 14, 2025
Executed Agreement	January 8, 2025
NEPA Review Completed	March 20, 2024
Construction Begins	August 11, 2025
Construction Completion	July 20, 2026
Final Payment to Contractor	August 30, 2026

Signature:

Email: finagreementrouting@riversideca.gov

Signature:

Email: finagreementrouting@riversideca.gov